



**STATE OF TENNESSEE • TREASURY DEPARTMENT**  
**Unclaimed Property Division**  
9th Floor Andrew Jackson Bldg. • Nashville, Tennessee 37243 • (615) 741-6499  
[www.treasury.state.tn.us/unclaim](http://www.treasury.state.tn.us/unclaim)

**Researchers of Unclaimed Property Policy and Microfiche Request**

For purposes of this policy, researchers include individuals and locators.

1. A paper list of unclaimed property owners is available by appointment for inspection at the Unclaimed Property office located on the 9<sup>th</sup> floor of the Andrew Jackson Building. The list will be available from 8:30 a.m. to 4:00 p.m. CST Monday through Friday.
2. Researchers with an appointment to review the unclaimed property list will be given priority over walk-in reviewers. Lists are sometimes used at offsite meetings.
3. Researcher contact with the Unclaimed Property office should be kept to a minimum. Researchers are not permitted in areas where claims are worked. Please provide a signed contract, copies of basic identification, letters testamentary and heir documentation such as birth certificates when a claim is filed. The claimant will receive a letter requesting missing data.
4. To request a microfiche list of unclaimed property owners, researchers must submit the following information to the Unclaimed Property Division with their written request:
  - a. Name, address, and telephone number of the person purchasing microfiche;
  - b. Business name, address, and telephone number;
  - c. Copy of picture ID of person purchasing microfiche;
  - d. Written statement that the person purchasing microfiche has read and will comply with all Tennessee Unclaimed Property laws, rules and guidelines as set out in TCA 66-29-101 et seq. and rules at 1700-2-1-.01 through 1700-2-1-.37;
  - e. Sign and date request; and
  - f. Submit payment to the above address in the amount of \$250 in the form of cash, certified check, or personal check for the microfiche. If paying by personal check, make the check payable to Treasurer State of Tennessee and indicate on the check that it is for the Unclaimed Property microfiche. Do not mail cash. A copy of the microfiche will be sent to you after the Unclaimed Property Division receives and verifies all data noted above and receives payment in the amount of \$250. (Microfiche will be delivered after the check has cleared the bank).
5. The Division of Unclaimed Property will keep a list of individuals and businesses that request a copy of the microfiche. Locators will be added to the holder list.
6. Researchers must provide the owner name, researcher's name, telephone number, and address on each locator contract. Locator contract must indicate they are independent and not an agent of the State Unclaimed Property program.